

IDP Maintenance Chart

I. Membership	ASSOCIATE	LEAD	MASTER
A. Active APICS membership	Maintain current APICS membership (any type except student). <i>Any years without membership will result in loss of IDP status.</i>		
B. Active Endorsement	Partner/corporate endorsement must be active during any instruction. <i>If a partner endorsement dissolves, you will have 60 days to find another partner to endorse you.</i>		
	SCOR Instructors only: Maintain APICS SCC Affiliation or sponsorship and SCOR Instructor Agreement		

II. Practical instructional experience	ASSOCIATE	LEAD	MASTER
A.	Submit Instructor Evaluation Summary Worksheets for BOK recognition you wish to maintain		
B. Stand-and-deliver hours – minimum classroom “face time” hours in front of any class (not including presentations)	8 hours (as instructor or co-instructor)	75 hours (as instructor)	300 hours (as instructor)
C. Complete only if seeking maintenance for any or all of the following courses: CSCP; SCOR-P; CLTD	Co-instruct or instruct APICS course at least once per cycle.	Instruct entire APICS course twice per cycle.	Instruct entire APICS course three times per cycle.
D. Complete only if seeking maintenance for CPIM	Instruct or co-instruct one entire exam course – legacy or new.	In the previous 5 years, instruct: 1. any 3 different legacy exam courses, or 2. both new complete exam courses at least 1 time (Part 1 and Part 2) or 3. any combination of #1 and #2 (above)	In the previous 5 years, instruct either complete program twice – legacy or new.
E. Complete only if seeking maintenance for: Instructor Training (TTT/LDI/AIS)	APICS IDP recognition in either APICS CPIM or CSCP or CLTD		
	Co-instruct either TTT or LDI with a Master Instructor Trainer	Co-instruct any 2 TTT and/or LDI courses per cycle with a Master Instructor Trainer	Co-instruct any 3 TTT and/or LDI courses per cycle to complete at least one of each. For Master AIS: must co-instruct or mentor or coach AIS once per cycle.
F. Complete only if seeking maintenance for Principles	Co-instruct or instruct minimum one full APICS module (PMO, PDL, POP, PIM, or PMM) per cycle or 9 different Principles sessions per cycle	Instruct any three different APICS modules (PMO, PDL, POP, PIM, or PMM) per cycle or 25 different Principles sessions per cycle	Instruct all five APICS modules (PMO, PDL, POP, PIM, or PMM) per cycle or 41 different Principles sessions per cycle



III. Ongoing instructional development	ASSOCIATE	LEAD	MASTER
A. Complete only for the APICS IDP recognitions sought	Maintain valid APICS credential in BOK during each cycle year		
B. Attend an APICS Instructor Training class	Participate in Train the Trainer or Learning Dynamics for Instructors, or Applied Instructor Skills (AIS class prerequisite: participated in both TTT and LDI) during each five-year cycle (any 1 of the 3) Note: Master Instructor Training and AIS Master Instructors do not need to meet this requirement.		

Best Practices – these activities are not required to maintain your APICS recognized instructor status	ASSOCIATE	LEAD	MASTER
	<ul style="list-style-type: none"> Develop a written instructor Personal Development Plan (PDP) Review instructor evaluations and PDP progress with a mentor or coach instructor a minimum of once per cycle BOK continuing education Instructor skills education 	<ul style="list-style-type: none"> Update your ongoing, written instructor PDP Review PDP progress with a mentor or coach instructor a minimum of once per cycle Mentor or coach at least one Associate or Lead instructor during five-year cycle BOK continuing education Instructor skills education 	<ul style="list-style-type: none"> Retake APICS exams (CPIM, CSCP, SCOR-P, and/or CLTD, and be informed regarding the exam test-taking process) Update your ongoing, written instructor PDP Review PDP progress with a mentor or coach instructor a minimum of once per cycle Mentor or coach at least one other instructor (any designation) during five-year cycle Volunteer in the profession BOK continuing education Instructor skills education